

**CHECKLIST FOR COMPLETENESS
OF
APPLICATION FOR PLANNING COMMISSION
REVIEW AND APPROVAL
OF
FINAL PLAT
FOR**

**Monroe Manor Phase 1
(Name of Subdivision)**

Joshua Gentzler
Person Completing Checklist

9/11/2025
Date

COMPLETION OF THIS CHECKLIST IN NO WAY CONSTITUTES AN EVALUATION OF THE MERITS OR ACCURACY OF THE PLANS, DESIGN OR ENGINEERING OF THE FINAL PLAT. THIS STEP IS INTENDED ONLY AS AN ADMINISTRATIVE REVIEW OF THE COMPLETENESS OF THE APPLICATION FOR APPROVAL BEFORE IT UNDERGOES STAFF EXAMINATION BY THE CITY ENGINEER FOR HIS RECOMMENDATION TO THE PLANNING COMMISSION.

FINAL PLAT CHECKLIST

		<u>YES</u>	<u>NO</u>
1.	Preliminary Plat has been approved.	☒	☐
2.	One (1) hard copy has been provided, along with an electronic copy either emailed, delivered on a USB Drive, or uploaded, to the Community and Economic Development Department	☐	☒
3.	Material is submitted at least fourteen (14) days prior to Planning Commission meeting at which it is desired to be considered.	☒	☐
4.	Original copy contains names and duly acknowledged and notarized signatures of the owner(s) of the property.	☐	☒
5.	Final Plat is drawn at scale of at least 1" = 200'	☒	☐
6.	Size of sheet on which final plat is prepared is at least 36 inches by 24 inches. If more than one sheet required, all are same size and index map is provided.	☒	☐
7.	FINAL PLAT CONTAINS:		
A.	Name of Subdivision	☒	☐
B.	Location, including section, township, range, county and state	☒	☐
C.	Location and description of existing monuments or benchmarks.	☒	☐
D.	Location of lots and blocks with dimensions in feet and decimals of feet	☒	☐
E.	Location of alley, street and highway rights-of-way, parks and other features including radii on curves with dimensions in feet and decimals of feet.	☒	☐
F.	Clear numbering for all lots.	☒	☐
G.	Clear numbering or lettering.	☒	☐
H.	Locations, widths and names of all streets and alleys to be dedicated.	☒	☐
I.	Boundaries and descriptions of any areas other than streets to be dedicated or reserved for public use. (If applicable)	☒	☐
J.	Minimum area and associated minimum elevation for the building on each lot (building site). (If requested by Planning Commission)	☐	☐

Final Plat Checklist

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		<u>YES</u>	<u>NO</u>
K.	Building setback lines along all streets, with dimensions	☒	☐
L.	Name, signature, seal of licensed engineer or registered land surveyor preparing plat.	☒	☐
M.	Scale of plat, (shown graphically) date of prep and north point.	☒	☐
N.	Statement dedicating all easements, streets, alleys and all other public areas not previously dedicated.	☒	☐
8.	A copy of any restrictive covenants applicable to the subdivision is provided. (N/A if not applicable)	☐	☐
9.	Required certifications/acknowledgements are present:		
A.	Certificate signed and acknowledged by all parties having any record, title or interest in the land subdivided, and consenting to the preparation and recording of said subdivision map.	☒	☐
B.	Certificate (as above) dedicating or reserving all parcels of land shown on the final plat and intended for any public or private use including easements, and those parcels which are intended for the exclusive use of the lot owners of the subdivision, their licensees, visitors, tenants and servants.	☒	☐
C.	Certificate of responsibility by registered land surveyor preparing final map, accompanied by seal.	☒	☐
D.	Certificate(s) signed by City Clerk and County Treasurer that all taxes and special assessments due and payable have been paid.	☐	☐
E.	Notary acknowledgement in proper form.	☒	☐
F.	Endorsement by Planning Commission in proper form.	☒	☐
G.	Public use acceptance by Governing Body in proper form.	☒	☐